

Procedure for Using DCMA SPDP CBT Web-Site

1. Connect to the DCMA Web site for CBT using the following:
<http://maestro.den.disa.mil/dlacbt/default.htm>
2. The following page will be displayed on your browser.



3. Click on the "I AM AUTHORIZED DCMA" area.
4. The following screen will be displayed.




5. Click on the "New Registers" button.
6. The following screen will be displayed.



The screenshot shows a web browser window with the title "DCMC New Student Registration". The page has a blue header with the title and a "REGISTER" button. Below the header, there is a text box with the following text: "If you have any questions, see your Training Coordinator or contact the DCMC CBT Administrator by email at kustera@dcma.af.mil". The form itself is a table with a blue left column containing labels and a white right column containing input fields. The labels are: First Name, Middle Initial, Last Name, E-Mail, Military or Civilian, Pay Grade, Military Job Code or Career Program, and Commercial Phone Number. The input fields are: a text box for First Name, a checkbox for Middle Initial, a text box for Last Name, a text box for E-Mail, radio buttons for Military and Civilian, a text box for Pay Grade, a text box for Military Job Code or Career Program, and a text box for Commercial Phone Number.

7. Complete the registration form with the information requested and click the "I Accept" button at the bottom of the form.
8. Fill in the student number as below.



The screenshot shows a web browser window with the title "Choose a Student Number". The page has a blue header with the title. Below the header, there is a text box with the following text: "Your Registration Information has been received. Your next step is to enter your mail alias as your student identification number beginning with the letter 'L' (for DLA). Example: Mark Keenan's mail alias is 'lke2247' so his Student Number is LB02247. **REMEMBER YOUR STUDENT NUMBER.** Later, when you select a CBT course, you will be asked to enter your Student Number every time you access a course." Below the text box, there is a text box labeled "Student Number" with the value "LB02247" and a "SUBMIT" button.

9. The following password screen will show up. Provide the appropriate information for your individual password.



Choose a Password



Your Student Number is LBX5947
Your next step is to choose an 4 to 8 character Password, using any combination of letters or numbers (no special characters).

Choose Your Password

Reenter Your Password To Confirm

You must select a Hint Question, and provide an Answer in the boxes below. In the event that you should forget your password, the following information will remind you.

Please choose your password hint Question

What is the name of the city in which you were born?

Hint Answer

Weymouth

SUBMIT

10. The following screen should come up.



Registration Confirmation



Congratulations djl!

Your registration information has been successfully entered into the database. Your Student Number and your Password are now active. This is your gateway to enhancing your individual skills and contributing to your organization's readiness.

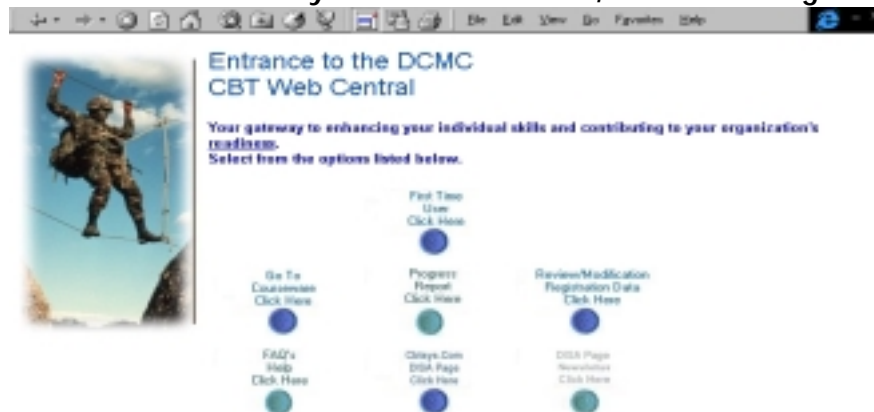
Welcome to EIA CBT

You must use your student number on your course registration or your results will be lost!

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11. Click on the "Continue" button.

12. The first time you enter the site, the following screen is displayed.



13. Click on "First Time User Click Here" button.

14. The following screen is displayed. Click on the "Continue" button.



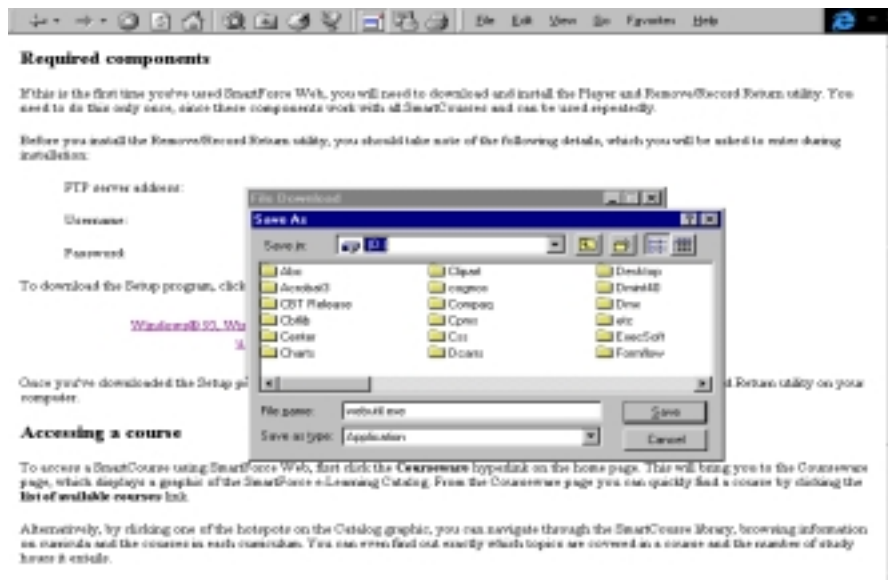
15. A display similar to the one below will be displayed. Carefully read all of the information and follow the steps provided.



16. Click on the “Windows 95/NT TM users - click here to download both the CBTPlayers and the Remove/Record Return utility (32-bit)” button.



17. A dialogue box similar to the one shown below should be displayed. Save the file in the appropriate folder on your computer.



18. Once you've downloaded this file, remember to exit your browser, and then double-click each file to install it on your workstation. During installation, each component will be installed in turn. Important reminder: While loading the CBT Player, you will be asked to supply the following information:

ftp Server Address: maestro.den.disa.mil
Student ID: cbtuser
Password: cbtuser1234567

19. This should complete all necessary actions to allow use of the CBT site. Log back on to the CBT site and start the course work as you deem necessary.